Submitting Your Report

To submit your report after completely filling it out, follow the steps below.

1. Click the "Validate & Save" at the bottom of the report

    Errors and Warnings

    | Save | Calc | Validate & Save | Submit | Close | Delete |

2. After clicking "Validate & Save", you may trigger an error/flag on your report under the "Errors and Warning" section. For an explanation about each type of error, please refer to the FAQ's page under "My report has errors in the Errors and Warnings Section".

3. After you have cleared (or confirmed) the triggered errors, you can now submit the report by clicking the "Submit" button at the bottom of the report.

    Errors and Warnings

    | Save | Calc | Validate & Save | Submit | Close | Delete |